

Deputy District Division Clerk

The 56B District Court is seeking a qualified individual for a Full-Time Deputy District Division Clerk's position. Applicants must possess a high school diploma, and pass a criminal background check. This position performs a variety of tasks involved in processing civil, criminal and traffic cases. The ideal candidate should have knowledge in office procedures, telephone protocol, experience with Microsoft Office, and have the ability to work with minimal supervision.

Cover letters and Resumes are to be mailed to:

Ines Straube
Deputy Court Administrator
56B District Court
206 W. Court Street, Ste. 202
Hastings, MI 49058

and must be postmarked no later than February 28, 2014. Salary range \$25,904.74 - \$31,102.66